

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL
Fort Sill, Oklahoma 73503

USAFACFS Regulation
No. 420-2

1 March 1974

Facilities Engineering
POST CEMETERY OPERATIONS

1. PURPOSE. The purpose of this regulation is to establish policy and procedures for the operation of the Post Cemetery.

RESPONSIBILITIES

a. Directorate of Facilities Engineering (DFAE). Overall maintenance and operation of the Post Cemetery. This includes all functions outlined in AR 210-190.

b Directorate of Personnel and Community Activities (DPCA).

(1) Determine eligibility of personnel to be buried in the Post Cemetery.

(2) Appoint Survivor Assistance Officers (SAOS) and instruct SAOS to coordinate burial arrangements with DFAE.

c. Directorate of Plans and Training (DPT). Provide military honors

d. Information Officer. Publicize the applicable contents of this regulation to interested parties such as retired associations, funeral homes located in the immediate community, and other activities as required.

3. HOURS OF OPERATION. Normal operating hours for the Post Cemetery will be 0930-1530, Monday through Friday. Although these hours are preferred, Saturday burials will be accommodated on request. Only one funeral at a time will be scheduled within the Post Cemetery.

4. PROCESSING REQUESTS FOR INTERMENT. The Army Community Service (351-2675/4916/5018 during duty hours; on-duty Survivor Assistance Officer -

*This regulation supersedes USAFACFS Regulation 420-2, 13 September 1973.

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contact through Field Officer of the Day after duty hours) will be the installation point of contact for all interment requests. Other installation activities receiving these requests will refer the requester to Army Community Service. Upon receipt of a request for burial in the Post Cemetery, Army Community Service representative will:

a. Determine if the deceased is eligible for burial in the Post Cemetery.

b. Upon determination of eligibility:

(1) Notify Plans and Operations Branch, DPT (351-3703/3523) if military honors will be required.

(2) Notify the Work Coordinating Office, DFAE, of request and point of contact (funeral home, next-of-kin, etc.) for arranging burial (351-3906/4315 during duty hours; 351-3315/3415 after duty hours).

5. BURIAL PLOT RESERVATIONS AND INTERMENT METHODS. Burial plot reservations and interment methods will be accomplished in accordance with the provisions of AR 210-190 and TM 10-287. The use of flowers and plants in the Post Cemetery will be in accordance with procedures outlined in Appendix A. Information contained in Appendix A will be provided by DFAE to the next-of-kin not later than 15 days after interment and signs posted in the Cemetery enunciating the policy contained in Appendix A.

6. REFERENCES.

a. AR 210-190.

b. TM 10-287.

APPENDIX A

POLICY ON PLACEMENT OF FLOWERS, PLANTS
AND VASES IN FORT SILL CEMETERY

1. The cemetery will be policed, and trash, dead flowers, and flower receptacles (except those flower receptacles which are permanently installed) removed by Director of Facilities Engineering personnel on a periodic basis.
2. The placement of floral items on graves other than at time of interment is subject to the following:

Fresh flowers may be placed on graves at any time

b. Artificial flowers may be placed on graves during the period from 10 October through 15 April. Christmas wreaths or grave blankets are permitted during the Christmas season only and will be removed not later than 1 March.

Potted plants may be placed on graves during the period 10 days before to 10 days after Easter Sunday.

d. Director of Facilities Engineering personnel will normally remove floral items as soon as they become faded and unsightly. During the mowing season, 15 April through 10 October, all natural flowers or displays will be removed and disposed of on the first and third Friday of each month. Should redemption of these items be desired, they should be removed prior to these dates.

e. Temporary flower containers may be used for natural flowers. These will be removed from the grave when the unsightly flowers are removed as described herein.

f. Floral items and other types of decorations will not be secured to headstones or markers.

g. Only one type of flower container is approved for permanent use on a grave including graves used for group burials. Permanent type flower vases may be installed on graves one year after interment. These containers will be an approved type such as shown on the attached drawing. Relatives may purchase permanent vases if desired, and cemetery maintenance personnel will install them. Repair or replacement of such vases will be done at no cost to the Government. Vases mounted on approved private headstones may also be used at any time for natural or artificial flowers.

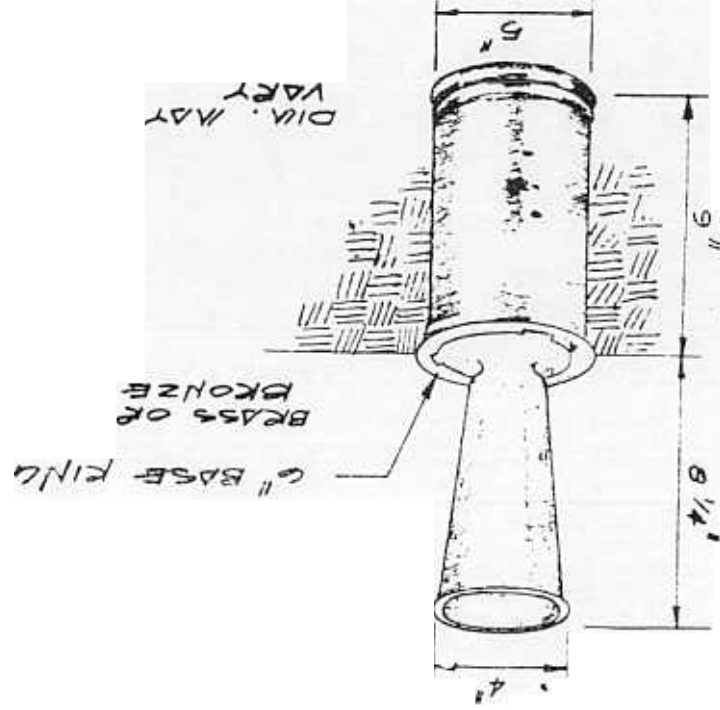
Plantings will not be permitted on graves at any time

i. Statues, vigil lights, glass objects of any nature, and any other type of artificial commemorative items are not permitted on graves at any time.

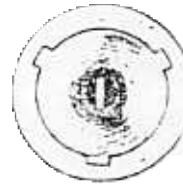
FIGURE 1 Sketch

A-2

VASE
INSTALLED



TOP VIEW
VASE INVERTED



PERMANENT FLOWER VASES

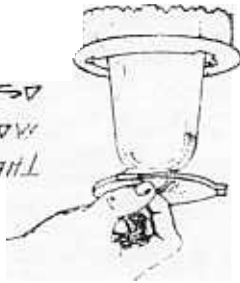
FOR

PORT SIL. CEMENTERY

TO SUBMERGE VASE,
FLUSH WITH THE GROUP;
TILT VASE SO THAT LUGS
FIT THROUGH SLOTS AND
TURN.



THE VASE
MAY BE INVERTED
AS SHOWN




(ATZR-FE)

FOR THE COMMANDER:

OFFICIAL:

ROBERT G. CRAMER
Colonel, GS
Chief of Staff


JACK STOVALL
LTC, AGC
Adjutant General

DISTRIBUTION:

A

AG Pub. (50)

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